



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: District Superintendents

FROM: Elizabeth Jones, Director
Office of Assessment

DATE: October 21, 2015

RE: ACT WorkKeys[®] Career Ready 101[™] and KeyTrain[®]

In order to provide districts, schools, and students an opportunity to prepare for the ACT WorkKeys[®] assessment, all high schools will be allowed access to the training and preparation resources available through ACT's Career Ready 101[™] and KeyTrain[®] training systems.

Career Ready 101 and KeyTrain are available to schools through a contract between ACT and the South Carolina Department of Employment and Workforce (DEW). The procedures for schools to use to register for Career Ready 101 and KeyTrain are in the attachment. Schools previously registered under DEW can continue to use these systems and do not need to register again.

Please contact Kevin Fatica at (803) 734-8282, kjfatica@ed.sc.gov with questions, or contact the ACT WorkKeys Contact Center at 1-800-WORKKEY (967-5539) for assistance and explain that you are applying under SCDEW.

cc: District Test Coordinators

Attachment